

Wisconsin Department of Regulation & Licensing

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTION PACKET FOR ATHLETE AGENT REGISTRATION

Enclosed are the forms for applying for registration as an athlete agent in Wisconsin.

FILING AN APPLICATION – Applicants for registration as an athlete agent must complete an “Application for Athlete Agent Registration” (form #2668). It is preferred that you type or print all information when completing the “Application for Athlete Agent Registration” (form #2668). A complete application includes all applicable supporting documents and fees.

If you have submitted an application for, and hold a certificate of registration or license as, an athlete agent from another state, you may submit a copy of the application, Verification of Athlete Agent Registration (form #2669) and the certificate of registration or license issued by the other state in lieu of this application, provided the application in the other state was submitted no more than 6 months prior to submitting it to the Department of Regulation and Licensing; it contains information substantially similar to information required by this application and the application was signed by you under the penalty of perjury.

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the department’s street address: 1400 East Washington Avenue, Room 175 Madison, WI 53703.

FEES: Please include a check or money order made payable to the Department of Regulation and Licensing. The fee for an initial registration will be \$312. The fee for a reciprocal registration will be \$312.

A **CERTIFICATE OF REGISTRATION** shall be issued to an applicant if all of the following conditions are satisfied:

(a) The applicant files a completed application or meets the requirements for application waiver by being credentialed as an athlete agent in another state and submits the required documents to this department.

(b) The applicant pays the fee specified in this application.

(c) The applicant, OR if the applicant’s business is not a corporation, the partners, members, officers, managers, associates, or profit sharers of the business; OR if the applicant is employed by a corporation, the officers and directors of the corporation and any shareholder of the corporation having an interest of 5 percent or more:

1. Has/Have not been convicted of a crime in this or another state and has no criminal charge pending in this state or another state.

2. There has been no administrative or judicial determination that the applicant or any person named above has made a false, misleading, deceptive, or fraudulent representation.

#2667 (3/06)
Ch. 440, Stats.

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3. There has been no instance in which the conduct of the applicant or any person named above resulted in the imposition of a sanction, suspension, or declaration of ineligibility to participate in an interscholastic or intercollegiate athletic event on a student athlete or educational institution.

4. There has been no sanction, suspension, or disciplinary action taken against the applicant or any person named above arising out of occupational or professional conduct.

5. There has been no denial of an application for, suspension or revocation of, or refusal to renew the registration or licensure of the applicant or any person named above, as an athlete agent in any state.

VERIFICATION OF REGISTRATION - If you are applying for registration based on licensure from another state, you must complete Section 1 of the Verification of Registration (form #2669) and send the form to the registration agency in the state in which you have ever been licensed as an athlete agent. This form is not required if you are providing the application for licensure from the other state as stated above.

RENEWAL OF LICENSE - All licenses will expire on July 1 of the even-numbered year.

NAME AND ADDRESS CHANGE - You are required by Wis. Stat. § 440.11, Stats. to notify the department of any name or address changes within 30 days. Failure to comply may subject you to a \$50 fine.

WISCONSIN STATUTES AND ADMINISTRATIVE CODE - A copy of the Wisconsin Statutes and Administrative Code Relating to Athlete Agents is available on the web at: <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a code book may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or by email at docsales@doc.state.wi.us.